

**Town of Los Altos Hills**  
**Proposed Schedule of Fees, Deposits, Charges for Service, and Other Assessments**  
**Effective Date: 60 days after Council Adoption**

		Adopted 4/17/14		
Category/Process				
Item/Description		Current Rate	Current Deposit*	Unit/Note
<b>I DEVELOPMENT PROCESS - PLANNING *</b>				
<b>A FEES AND CHARGES FOR SERVICES</b>				
<b>1 Staff service rate - Planning Department</b>				
Planning Director		\$	320.00	per hour
Senior Planner		\$	166.00	per hour
Associate Planner		\$	143.00	per hour
Assistant Planner		\$	126.00	per hour
Contracted Associate Planner		\$	143.00	per hour
<b>2 Consultant rate</b>				
Including without limitation City Attorney, Town Geologist, engineering consultant, and Town Arborist		Applicable rate charged to Town + 10% administration charge	\$	1,400.00
<b>3 General</b>				
General plan amendment		\$	1,201.00	\$ 1,380.00
Review of initial study		\$	473.00	
Preparation of initial study		\$	640.00	\$ 2,697.00
Preparation of negative declaration		\$	564.00	\$ -
Preparation of draft EIR by staff		Any direct and indir. costs incurred by the Town	\$	10,000.00
Review of draft EIR prepared by outside consultant		\$	683.00	\$ 809.00
Variance Application		\$	503.00	\$ 1,079.00
Municipal Code Amendment		\$	706.00	
Heritage Oak Tree removal		\$	225.00	
CEQA filing fees		\$	2,206.00	
<b>4 Subdivision applications</b>				
Tentative map:		\$	1,046.00	\$ 4,146.00 per resulting number of lots
More than 4 lots		\$	1,584.00	\$ 9,675.00 per resulting number of lots
Time extension		\$	1,710.00	\$ 948.00
Appeal		\$	473.00	\$ 560.00
Amendment		\$	320.00	\$ 809.00
Final map: 4 lots or fewer		\$	320.00	\$ 2,448.00
More than 4 lots		\$	320.00	\$ 2,853.00
Final map certificate of correction		\$	320.00	\$ 809.00

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	Pathway in-lieu fee	\$	53.00	per lineal foot of the average width of the property or \$5,700, whichever is greater, for each lot without a path (one-time charge per lot)
	Roadway improvements	\$	17.00	per lineal foot
	Recreation in-lieu fee	See LAH Municipal Code Sec 9-1.1403		
	Storm drainage fee - development area within public right-of-way or easements	\$	0.69	per sq. foot
	Lot line adjustment	\$	589.00	\$ 2,194.00 per resulting number of lots
	Lot merger	\$	589.00	\$ 2,194.00 per resulting number of lots
	Town inspection of public improvements (does not include inspection requirements of other public agencies)	\$	165.00	10% of total improvement cost
<b>5 Annexation</b>				
	Number of lots:	\$	1,687.00	\$ 8,083.00 per number of lots
	More than 4 lots	\$	1,584.00	\$ 9,660.00
	Time extension	\$	308.00	\$ 280.00
	Appeal	\$	473.00	\$ 565.00
	Amendment	\$	834.00	\$ 830.00
<b>6 Conditional use permit (CUP) and conditional development permit (CDP)</b>				
	Application	\$	663.00	\$ 1,349.00
	Appeal	\$	473.00	\$ 430.00
	Renewal or amendment	\$	320.00	\$ 809.00
<b>7 Variances</b>				
	Major Application	\$	1,584.00	\$ 1,450.00
	Appeal	\$	473.00	\$ 430.00
	Minor Application	\$	765.00	\$ 700.00
	Appeal	\$	473.00	\$ 430.00
	Fence Application	\$	330.00	\$ 300.00
	Appeal	\$	473.00	\$ 430.00
<b>8 Site analysis</b>				
		\$	186.00	\$ 170.00

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Review of County application		\$ 494.00	\$ -	
<b>9 Zoning and site development</b>				
Geologic review	Applicable rate charged to Town + 10% administration	Applicable rate charged to Town + 10% administration charge	\$ 1,400.00	
Permit approval				
Basic charges:				
Pre-application meeting		\$ 405.00		
Staff-level review and approval				
Administrative level review - no hearing per Municipal Code		\$ 435.00	\$ 2,041.00	
No measuring of plans and no grading or drainage charges (e.g., fences, dishes)		\$ 440.00	\$ -	
All others		Actual cost		
Site development committee-level review and approval		\$ 1,328.00	\$ 3,264.00	
Planning Commission-level review and approval		\$ 1,808.00	\$ 5,430.00	
Additional charges				
In-lieu payments for road improvements		\$ 17.00		per sq. foot
Pathways		\$ 53.00		per lineal foot of the average width of the property or \$5,400, whichever is greater, for each lot without a path (one-time charge per lot)
Permit modification		\$ 1,246.00	\$ -	
Appeal		\$ 952.00	\$ 1,707.00	
Extension:				
Staff level				
Other extension		\$ 169.00	\$ -	
Council level		\$ 723.00	\$ -	
<b>10 Street and pathway excavation permit</b>				
Permit fee		\$ 159.00		
Other charges, where applicable:				
Street		\$ 11.00		per square foot of surface area being excavated; \$520 minimum
Pathway		\$ 1.28		per square foot of surface area being excavated; \$520 minimum

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<b>B MISCELLANEOUS</b>				
1	Other request or actions requiring Planning Commission or City Council action	\$ 473.00	\$ 430.00	
2	Service request - request for review of information that requires more than the standard counter staff time	\$ 106.00	\$ 145.00	
<b>C ENVIRONMENTAL MONITORING</b>				
	Inspection of landscape plantings, required storm drainage maintenance programs, etc.	\$ 239.00	\$ 475.00	
<b>D MONETARY PENALTIES</b>				
	Application process violation - site development permit; variance; CUP; CDP	10 times fee charged		
<b>E ZONING ORDINANCE INTERPRETATION</b>		\$ 330.00	\$ 430.00	
<b>II BUILDING PROCESS: PLAN REVIEWS, PERMITS, AND INSPECTIONS - BUILDING *</b>				
<b>A FEES AND CHARGES FOR SERVICE</b>				
1	<b>Construction and structural addition</b>			
	As per Municipal Code, Chapter 7, Section 8-7.01, Building Construction and Structural Addition Change			
	New dwelling	\$	1,222.00	
	Addition to any building - including remodels costing more, in dollars than 100 times the square footage computation of the total structure	\$ 0.74		per square foot of floor area added
2	<b>Planned drainage facilities</b>			
	Impermeable structure	\$ 0.96		per square foot of development being added
3	<b>Building permit</b>			
	Valuation - new dwelling or addition			
	Habitable space	\$ 165.00		per sq. foot
	Garages	\$ 58.00		per sq. foot
	Decks	\$ 27.00		per sq. foot
	Permit fee:			
	New residence	\$192 plus 0.9% of valuation		
	All other projects, other than small projects listed below	\$192 plus 0.9% of the valuation		
	Small projects (satellite dishes, decks less than 200 square feet, sheds less than 200 square feet, window replacements, deck repairs, gazebos, chimney repairs, fences less than 200 lineal feet) or other small projects approved by the City Manager	\$ 469.00		

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Solar Panels		\$469 plus \$15 per kwh		
Demolition		\$	98.00	
Other projects				
Bedroom		\$	96.00	
Plus (depending on valuation)				
\$ 1 to \$ 2,000		\$	74.00	
\$ 2,001 and up		\$154 plus 0.51% of valuation		
Plan review fee		65% of permit fee		
Review of plan revisions		\$	126.00	per hour or \$85, whichever is greater
Plan retention fee		\$	19.00	per page of plans
Final deposit - based on total valuation				
Less than \$ 10,000		deposit	\$	103.00
\$ 10,000 or more		deposit	0.9% of valuation	
Site development compliance inspection - collected at building plan submittal stage and required only when project is based on a site development permit		\$		675.00
Energy fee (state imposed)				
Any new dwelling or habitable addition to an existing dwelling		15% of building permit		
Formula = 1.65 x (.15 x building permit fee)				
Strong motion instrumentation program (state imposed)		\$10 per \$1,000 of assessed valuation		
Extension of building permit		\$	94.00	
Replacement of inspection card		\$	58.00	
<b>4 Other inspections and plan reviews</b>				
A requested inspection, when no permit is needed		\$	154.00	\$ 154.00 per hour
Outside normal business hours		\$	154.00	\$ 154.00 per hour; 2-hour minimum
Reinspection		\$	154.00	\$ 154.00
Inspection for which no fee is otherwise indicated		\$	154.00	\$ 154.00
Additional plan reviews		\$	154.00	\$ 154.00
Code compliance inspection and letter		\$	154.00	\$ 154.00

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<b>5 Electrical permits</b>				
e.g., panel, service change, repair, landscape lighting, wiring and material per 1990 NEC				
New homes and additions are more than the minimum fees				
<i>Issuance fee</i>		\$	185.00	
Permit fee - new residential structures				\$.10/sq ft of total square footage
<b>6 Plumbing permits</b>				
e.g., water heater, waterline change/repair per 30.1 UPC				
<i>Issuance fee</i>				\$185* not including water heaters
				water heater \$69 fee
Permit fee - new residential structures				\$.10/sq ft of total square footage
<b>7 Mechanical permits</b>				
e.g., furnace replacement, air conditioner, gas line per 301 (a) UMC				furnace: \$69
				Gas lines: \$69
<i>Issuance fee</i>		\$	185.00	
Permit fee - new residential structures				\$.10/sq ft of total habitable square footage
<b>8 Re-roofs and termite repair</b>				
Not requiring plan check, if plan check is required, an additional fee is assessed		\$	375.00	
<b>B MONETARY PENALTIES</b>				
When construction is begun before the appropriate permit is obtained				
Building permit				Up to 4 times normal fee
Electrical permit				Up to 4 times normal fee
Plumbing permit				Up to 4 times normal fee
Mechanical permit				Up to 4 times normal fee
<b>C Reimbursement of Town Administrative Costs</b>				
Street address changes		\$	1,100.00	

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Current Rate

Current Deposit\*

Unit/Note

**III PUBLIC WORKS \***

**A FEES AND CHARGES FOR SERVICE**

**1 Staff service rate - Engineering Department**

Public Works Director/City Engineer	\$	265.00		per hour
Associate Engineer	\$	166.00		per hour
Assistant Engineer	\$	139.00		per hour
Contract Associate Engineer	\$	166.00		per hour

**2 Sewage disposal**

Appeal of any enforcement action - filing fee and deposit	\$	585.00	\$	875.00	
Sewer connection fee	\$	7,950.00			per unit of service

Annual service charge per unit of service	\$	733.00			
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Units of service:

Residence (1 to 60 fixture units)	1.00 unit
Church	1.00 unit
Country club	2.68 units
Office	1.84 units
Fire station	3.00 units
Elementary or junior high without gymnasium and/or cafeteria	1.00 unit for each 26 students in average daily attendance

Junior high school with gymnasium and/or cafeteria	1.00 unit for each 20 students in average daily attendance
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High school	1.00 unit for each 15 students in average daily attendance
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Junior college	1.00 unit for each 10 students in average daily attendance
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Boarding school/convent	1.00 unit for each 3.5 students/ residents in average daily attendance, plus \$12 for each 10 nonresident students
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Industrial waste discharge permit	Any direct and indirect costs incurred by the Town
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Solid waste collection and disposal monthly fee	Varies by level of service and set by separate resolution
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**3 Encroachment into the public right-of-way**

Encroachment application	\$	592.00			
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	Inspection deposit		\$	557.00
	Trenching fee	\$	17.00	per linear foot of standard trench or \$400, whichever is greater
	Fence; wall; irrigation; driveway cuts	\$	17.00	per linear foot of easement precluded from public use or \$595, whichever is smaller
4	Site Development			
	Staff Research	Variable based on scope		
5	Other charges, where applicable			
	Effort out of Standard Scope	Variable based on scope		
IV MISCELLANEOUS AND ADMINISTRATIVE ACTIVITIES				
A REIMBURSEMENT OF TOWN ADMINISTRATIVE COSTS				
	Includes, but not limited to, litter clean-up, private excavation work, weed abatement, etc., as required by code enforcement	Actual direct cost + administration and overhead		
	Service charge for return of illegally placed real estate signs on public property	\$	85.00	
	Issuance of duplicate (replacement) business license; issuance of duplicate if original is lost or destroyed	\$	26.00	
	False security or fire alarm within 12 months of first false alarm:			
	Third	\$	202.00	
	Fourth	\$	303.00	
	Fifth and each subsequent false alarm	\$	405.00	
	Transportation or discharge of weapons	\$202 plus overhead		
	File search - Town Hall and records center	100% of staff time		
	Request for release of copyrighted materials	\$	53.00	
	Copies of specific Town documents:			
	City code	\$228 + overhead		
	General Plan	\$	239.00	
	Geological hazards map	\$	32.00	
	Zoning ordinances	\$	11.00	
	Site development ordinances	\$	11.00	
	Town standard details	\$	11.00	
	Public Works maps:			
	Pathways	\$	32.00	
	Sewer	\$	32.00	
	Geotechnical hazards	\$	32.00	
	Base map	\$	32.00	
	All others			
	22" X 34" or larger	\$	32.00	
	18" X 26" to 21" X 32"	\$ 16 per sheet		

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Item/Description		Current Rate	Current Deposit*	Unit/Note
Comprehensive Annual Financial Report		\$	43.00	
Annual Operating and Capital Improvement Program Budget		\$	43.00	
Folio text		\$	32.00	
Address maps		\$	1.00	
Subdivision ordinance packet		\$	11.00	
Annual subscription to: *				
Site development agendas		\$	53.00	
Planning commission				
Agendas		\$	43.00	
Minutes		\$	64.00	
Both		\$	101.00	
City Council				
Agendas		\$	64.00	
Minutes		\$	90.00	
Both		\$	144.00	
* Charges are reduced to one-half of these amounts at mid-year				
Miscellaneous copying				
Hard copy (8 1/2" by 11") from hard copy		\$ .25 per copy		
Hard copy (8 1/2" by 11") from on-line records service		\$ .80 per copy		
Hard copy (8 1/2" by 11") from microfiche		\$ .80 per copy		
Hard copy (11" by 17") from hard copy		\$2.00 per copy		
Copies sent to printing vendor		Applicable rate charged to Town + \$3.60 per order		
<b>B TAXES</b>				
<b>1 Real property transfer tax</b>		\$.275 per \$ 500 in assessed value or fraction thereof		
<b>2 Sales tax</b>			1% of gross receipts	
<b>3 Use tax</b>			1% of sales price	
<b>4 Business license tax</b>				
Architect		\$	135.00	
Contractor General		\$	270.00	
Sub-contractor - 1 person		\$	130.00	
Sub-contractor - more than 1 person		\$	170.00	
Delivery truck		\$	100.00	
Engineer		\$	110.00	
Home occupation		\$	110.00	
Keeping or stabling horses: First 2 horses		\$	85.00	
Each of next 10		\$	10.00	
Each in excess of 12		\$	5.00	

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Private schools, day care facilities, and board and care facilities		\$	110.00	
Real estate broker: First broker		\$	160.00	
Each of next 2 brokers or salespersons		\$	40.00	
Each additional broker or salesperson		\$	15.00	
First 3 employees		\$	15.00	
Each additional employee		\$	5.00	
Recreational facility		\$	170.00	
Septic tank pumpers		\$	170.00	
Services, e.g., appliance repair, pool services, pest control, gardeners:				
Per year		\$	60.00	
Per quarter		\$	10.00	
Others, including real estate appraisers		\$	170.00	
Transferring a business from one address within Town to another		\$	30.00	
<b>C MONETARY PENALTIES</b>				
<b>1 Business license tax</b>				
Failure to pay when due			10% per month, to a maximum of 50%	
<b>2 Return of check for insufficient funds</b>		\$	25.00	
		\$	35.00	
<b>3 Town invoices</b>				
Payment due		Net 30 days		
Delinquent charge		12% interest annually		
<b>4 Collections costs</b>		Amount of invoice, \$30 plus collection agency costs		
<b>D Administrative Fee</b>				
<b>1 Finance</b>				
Credit Card Refund Processing Fee		\$	79.00	
Transaction Pass Through Fee		5% of transaction		
<b>D ANIMAL CONTROL CHARGES</b>		Various charges for licenses, impoundment, boarding, and disposal set by City of Palo Alto's Animal Control Services Division		

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